

# Contractor Requirements Documents (CRDs)

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# Contractor Requirements Documents (CRDs)

- Federal and DOE Acquisition Regulations (FAR and DEAR)
- Acquisition Letters
- What is a CRD and when is it needed?
- How do requirements generally flow into contracts?
- How do applicable directives apply to non-M&O contractors?
- Contracting Officer Technical Representative (COTR) responsibilities in directives
- How are these requirements implemented in the field?

# Federal and DOE Acquisition Regulations (FAR and DEAR)

- FAR and DEAR provide mandatory guidance to contracting officers who apply it to contractors via
  - clauses in contracts, which place legal obligations on contractors
    - A clause could refer to a requirement (e.g., a directive) and require contractor compliance to the requirement

# Acquisition Letters

- Quick method for DOE to give guidance to contracting officers
  - Not a desired method; either DEAR or DOE Acquisition Guide guidance is preferable

# What is a CRD and when is it needed?

- Contractor Requirements Document is an attachment to a DOE directive that contains requirements for some contractors
  - Only way to use a directive to affect any contractor

# How do requirements generally flow into contracts?

- For all contracts; from the FAR, DEAR and by Acquisition Letter
- For DOE's M&O contracts exclusively, they don't unless
  - Directive's applicability section identifies contracts to be affected by its CRD
  - Directive's responsibility section tasks heads of field elements to tell contracting officer which contracts to modify, and they notify him/her
  - Contracting officer, once notified, modifies contracts to be affected using Laws clause

# How do applicable directives apply to non-M&O contractors?

- For non-M&O contracts, they don't unless
  - Directive's applicability section identifies contracts to be affected by its CRD
  - Directive's responsibility section tasks heads of field elements to tell contracting officer which contracts to modify, and they notify him/her
  - Contracting officer, once notified, modifies contracts by bilateral negotiation

# Contracting Officer Technical Representative (COTR) responsibilities in directives

- COTR responsibility varies with the direction in the directive to the COTR
- COTR should assist the CO, working with the program elements, to ensure that relevant directives applicable to M&Os are included in the contract

# How are CRD requirements implemented in the field?

- Varies by site, each site has its own organization, but CRD requirements don't affect contractors unless
  - Directive's applicability section identifies contracts to be affected by its CRD
  - Directive's responsibility section tasks heads of field elements (be specific) to tell contracting officer which contracts to modify, and they notify him/her
  - Contracting officer, once notified, modifies contracts to be affected